



City of Nashua

Central Purchasing

229 Main Street

Nashua NH 03060

November 16, 2012

Request for Proposals

Parking Garages Electrical Upgrades

RFP0340-122012

The City of Nashua, NH is seeking design/build proposals from qualified contractors for the design and installation of electrical and fire alarm system upgrades to the municipal parking garages located at Elm Street and High Street. The selected contractor will be responsible for all aspects of the installation and associated design.

INSTRUCTIONS TO BIDDERS:

Proposals must be submitted **with one (1) original and two (2) copies** no later than **3:00 pm on Thursday, December 20, 2012** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope plainly marked "**Parking Garages Electrical Upgrades**". Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

This document is also available on our website, www.nashuanh.gov under Citizen's Favorites, Current Bid Opportunities, document **RFP0340-122012**. The names of those vendors submitting a proposal will be posted on the City's web site, under Bid Results, within 24 hours of opening the proposals.

A mandatory site visit/pre-bid conference will be held at **11:00 am on Thursday, November 29th, 2012** at the **Elm Street Parking Garage (Nashua Transit Facility side)**. **You or your representatives are required to attend this meeting if you intend to submit a proposal.**

All inquiries concerning this request shall be **made in writing via email** to:

John Pietroniro, Project Manager,
John.prg@comcast.net

with a copy to:

Mark Sousa, Transportation Department Manager
sousam@nashuanh.gov

Questions pertaining to this project shall be submitted by **11:00 a.m. on Thursday, December 6th, 2012**. Answers to questions and/or clarification will be posted on the City's website, by addendum to contractors, by **3:00 p.m. on Monday, December 10th, 2012**.

The project timeline is as follows:

	Date	Time/Location
Mandatory Pre-Bid Meeting	Thursday, Nov 29th, 2012	11:00 am Elm St Garage (Nashua Transit Facility side)
Deadline for Questions*	Thursday, Dec 6th, 2012	11:00 am
Answers/clarifications posted	Monday, Dec 10th, 2012	3:00 pm.
Proposal submittal date	Thursday, Dec 20th, 2012	3:00 pm Central Purchasing
Contract award	TBD	TBD

The contractor is responsible for obtaining any required permits, but the City will waive the permit fees. 100% Payment and Performance bonds will be required, the cost of which shall be included in the proposal.

Project Overview:

The 4-level Elm Street and 5-level High Street garages were constructed in the mid 1980's. Both facilities underwent major structural, drainage and waterproofing renovations in 2011. However, no electrical or fire alarm work was included in the scope of work. It is the intent of this Design/Build RFP to address deficiencies in the electrical branch circuiting, fire alarm and lighting systems.

Due to the caulking and drainage deficiencies over the years, some of the branch circuit conduit is rusted and may need replacement. In addition, it is believed most of the fire alarm pull stations were subjected to water damage and should be replaced.

Currently, it appears not all of the lighting fixtures may be functioning but more importantly, that there are areas of little or no lighting even if they were. The strip fluorescent lights are mounted flush to the precast deck, and the distribution of light is interrupted by the vertical legs of the deck precast concrete tees. One or more lighting scenarios will be presented to the City.

A portion of the light fixtures are on original automatic timers that are not functioning properly and should also be replaced.

The City is planning to install new security camera upgrades, which will require electrical service. (Requirements to be determined.). Bidders are to carry an allowance of \$10,000 for providing electrical power, conduit and wiring for security systems.

The City is seeking the expertise of qualified electrical contractors to provide a design solution that meets certain performance criteria as follows:

- A well lit and evenly lit facility that eliminates all areas of darkness and provides a safe environment for users of the garage during all hours of the day or night.
- An installation that does not allow for pigeons to roost or provide places for hiding illegal substances.
- A product and system design that optimizes energy efficiency
- An electrical system that meets current code and requires minimum maintenance
- A fully functional and code-compliant life safety and fire alarm system.

The selected contractor will be responsible for all aspects of the installation and associated design. This outline specification is intended to provide initial guidance on project requirements and highlight critical performance details. In no event shall the lack of details in this document be construed to undermine the requirement for a quality installation of a completely functional high-efficiency electrical system that meets all applicable codes and regulations.

Project Requirements

Part 1 – General Requirements

All work shall be in compliance with all applicable codes and regulations. Contractor is responsible for a complete functioning system, including selecting replacement equipment with adequate capacities to satisfy building requirements. It is recommended that the design process include preparation of load calculations. The contractor is responsible for obtaining any required permits, but the City will waive the permit fees. 100% Payment and Performance bonds will be required, the cost of which shall be included in the proposal.

Part 2 - Submittals

Contractor will be required to submit a design package for approval prior to ordering equipment and/or beginning the installation. Design package will include as a minimum the following:

1. Drawings showing demolition and installation details (as applicable to modifications), lighting fixture layout, fire alarm device and emergency lighting locations.
2. Photometric drawing showing distribution of light for the proposed upgrades.
3. Product data and warranties
4. Construction schedules and phasing plans
5. As-built drawings and Project Closeout documents

Part 3 – Execution

- Perform field investigations to determine existing conditions of the lighting, life safety and fire protection systems
- Confirm capacity to reuse existing electrical service panels
- Update power and lighting panels with new typed directories
- Remove and dispose of discontinued fixtures, devices, conduit and wiring.
- Upgrade emergency lighting to conform to the latest NFPA-101 "Life Safety Code"
- Upgrade fire alarm devices and locations to meet American with Disabilities Act (ADA)
- Provide new surface-mounted exit signs and lighting including new branch circuit conduit and wiring as needed.
- Attend weekly project meetings
- Coordinate closely with City Transportation Department for phasing of work that may require encumbering of parking spaces
- Perform final testing and inspection of all systems
- Contractor shall prepare and provide as built drawings.
- Contractor shall provide on-site O&M training to City personnel.
- An O&M manual and all other relevant documentation, including warranty information, shall be provided to the City in a three ring binder before the job can be accepted.

Proposal Requirements

Proposals shall provide sufficient information to allow the City to evaluate your firm's experience and specific approach to the Project. (Proposals must be submitted **with one (1) original and two (2) copies**)

Organize the proposal in the following format:

Section 1 – Letter of Introduction

Section 2 – Project Approach. Detailed description of specific approach to this project.

Section 3 – Relevant Experience. List at least 3 similar electrical upgrade projects completed by your firm. Provide name and size of project and Owner contact information.

Section 4 – Design Solution. Describe basic components and materials. Indicate the elements comprising high efficiency operation, durability and long service life.

Section 6 – Cost Proposal. Provide a Lump Sum Fixed Fee Proposal for Design/Build services including all engineering, construction and incidental costs for supervision, travel, etc. Bidders are to carry an allowance of \$10,000 for providing electrical power, conduit and wiring for security systems. No separate expense reimbursements will be allowed. Include all-inclusive hourly billing rates for personnel who might be involved on the project for additional services.

Selection Process

The City shall review all proposals and select and rank the three most qualified firms based on the following criteria:

- Proposed approach to the Project
- Past experience in performing similar projects
- Fee proposal and project cost
- Interview

The three short-listed firms will be invited to an interview to present their proposal, shortly after which a final selection will be made and a contract awarded. Work is to commence immediately upon award.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful bidder prior to commencement of work. Liability limits are as follows:

General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability: \$1,000,000 combined single limit

City of Nashua must be named as an additional insured on all liability certificates.

Workers' Compensation: Per NH State Statute (\$100,000/\$500,000/\$100,000)

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua

sanchezm@nashuanh.gov